

GREEK ORTHODOX CHURCH OF SAINT ANDREW

PARISH BY LAWS

ARTICLE I

Greek Orthodox Archdiocese of America (GOAA) Guidance

Section 1. These By Laws are promulgated under and subject to the Uniform Parish Regulations (UPR) of the Greek Orthodox Archdiocese of America (GOAA).

Section 2. The Parish Council shall comply with all rules and regulations set forth by the GOAA. The GOAA charter and regulations can be found at: <https://www.goarch.org/charters-and-regulations>. Parish Council Guidebook from the GOAA can be found at <https://www.goarch.org/-/parish-council-guidebook>.

ARTICLE II

Parish Priest and Parish Council Roles and Responsibilities

Section 1. Parish Priest. The Parish Priest heads and administers the Parish as the representative of the local Hierarchy (Metropolitan). Responsibilities include:

- A. Shepherding the Parish, directing its orderly life, preserving unity, and ensuring faithfulness to the Gospel of Jesus Christ (GOAA Regulation Article 17:1).
- B. Providing spiritual leadership, guidance, and oversight.
- C. Working in synergy with the Parish Council for the Parish's spiritual and administrative life.
- D. Assisting in the administration of the Parish ministries (GOAA Regulation Article 29:1A).
- E. Assisting the President with assigning Parish Council members to specific committees at the start of each year.
- F. If multiple priests serve the Parish, only the Proistamenos (senior Priest) is an official Council member, though others may attend meetings.
- G. Oversee general Parish Council Member duties.
- H. Scheduling and leading, along with the President of the Parish Council, Executive Officer meetings.

Section 2. President. The President, as a lead member of the Executive Committee, serves as the chair/facilitator of the Parish Council (not the entire Parish community). Key responsibilities include:

- A. Drawing up meeting agendas in consultation with the Priest and Corresponding Secretary
- B. Conducting meetings to promote consensus-based decision making.

- C. Acting as an objective moderator, listening impartially and avoiding hasty or personal decisions.
- D. Assigning ministries to Parish Council members (in consultation with the Priest) based on their abilities.
- E. Overseeing operational transparency, communicating decisions and finances to parishioners.
- F. Promoting unity, gratitude, and a culture of servant leadership.
- G. Not voting, except to break ties or when it would change the outcome. Decisions are guided by prayer and focus on the Parish's overall wellness.
- H. Perform General Parish Council Member duties.
- I. Convening and presiding over regular and special meetings of the Parish Council.
- J. Appointing all committees and their respective chairpersons necessary for the proper functioning of the Parish business, upon discussion with the Parish Priest and the approval of the Parish Council.
- K. Signing all written contracts and obligations of the Parish, upon the approval of the Parish Council.
- L. Scheduling and leading, along with the Parish Priest, Executive Officers meetings.
- M. Along with the Treasurer, providing primary approval of the hours the Financial Administrator reports to the payroll company for the employees.

Section 3. Vice-President. The duties for the Vice-President, as a member of the Executive Committee (Executive Officers) are to support the role of the President and overall administrator, potentially stepping in during the President's absence (e.g. presiding over assemblies, Parish Council meetings, and others, if needed, per broader regulations). Responsibilities of the Vice-President include:

- A. Performing all the duties of the President, in the absence of the President.
- B. Serving as ex-officio member of all committees.
- C. Assisting the President as the need arises.
- D. Performing General Parish Council Member duties.

Section 4. Treasurer. The Treasurer, as a member of the Executive Committee, has the responsibilities of:

- A. Overseeing financial matters.
- B. Ensuring transparency through regular reports on income and expenditures.
- C. Assisting in budgeting, stewardship programs, and ministry funding.
- D. Ensuring financial practices are adhering to GOAA Regulations and all applicable laws (Federal, State, local).
- E. Performing General Parish Council Member duties.

- F. Receiving all monies payable to the Parish and to depositing the same in the name of the Parish.
- G. Keeping full and accurate account of all receipts and expenditures.
- H. Disbursing money as approved by resolution of the Parish Council.
- I. Obtaining, at the direction, and by resolution of the Parish Council all necessary bonds, insurance and any other legal papers for the protection of Parish property.
- J. Setting minimum cash amounts to be maintained within the operating account.
- K. Preparing monthly reports to the Parish Council.
- L. Reconciling monthly bank statements.
- M. In the absence of the President and Vice-Presidents, calling meetings to order and to preside over the meeting until the arrival of the President or Vice-President.
- N. Preparing a Financial Statement Report for each General Assembly and a proposed budget for the Fall General Assembly.
- O. Along with the President, providing primary approval of the hours the Financial Administrator reports to the payroll company for the employees.
- P. Not approving expenditures in excess of \$500 without prior approval of the Parish Council or issuing checks without the signature of the President and Treasurer.

Section 5. Assistant Treasurer(s). The Assistant Treasurer, as a member of the Executive Committee, has the responsibility of assisting the Treasurer in the duties of the Treasurer, and performing the duties of the Treasurer in the absence of the Treasurer. Other responsibilities are:

- A. Assisting the Treasurer as the need arises.
- B. Keeping the books and records of the Activities Account.
- C. Reconciling monthly Activity Account bank statements.
- D. Performing General Parish Council Member duties.

Section 6. Corresponding Secretary. The Corresponding Secretary, as a member of the Executive Committee, has the responsibilities of:

- A. Conducting the general correspondence of the Parish Council.
- B. Giving notice for all meetings of the Parish Council and Parish Assembly.
- C. Notify Officers and Committee Members of their election or appointment.
- D. In coordination with the Recording Secretary, ensuring an open and efficient method of communication between the Parish Council members.
- E. Perform General Parish Council Member duties.
- F. Shall perform the duties of the Recording Secretary in the absence of the Recording Secretary.

- G. In coordination with the President, create agenda for the regular monthly Parish Council meetings
- H. Coordinate Church/Community Calendar with Office Manager and Parish Council.

Section 7. Recording Secretary. The Recording Secretary, as a member of the Executive Committee, has the responsibilities of:

- A. Keeping the Minutes, Records, Committee Reports, Documents and official correspondence of the Parish in such place as shall be designated by the Parish Council and ensuring such Records shall at all times be available to the Parish Council.
- B. Co-signing with the President and Priest, all documents of the Parish.
- C. Record all resolutions and proceedings of each meeting.
- D. Perform General Parish Council Member duties.
- E. In coordination with the Corresponding Secretary, ensuring an open and efficient method of communication between the Parish Council members.
- F. Performing the duties of the Corresponding Secretary in the absence of the Corresponding Secretary.
- G. Maintaining the bylaws and make any updates to the bylaws as required by any approved motion.
- H. Allowed limited use of transcribing meetings for the purpose of generating meeting minutes with use of Super Intelligence (SI).

Section 8. General Parish Council Members. All elected members share collective responsibilities to assist the Priest in the Parish's ministries and administration. Key duties include:

- A. Serving as role models by regularly attending services, participating in sacraments, and living Orthodox principles.
- B. Overseeing assigned ministries: planning, developing, organizing, implementing, recruiting/training volunteers, reporting progress/funding needs to the Parish Council.
- C. Promoting transparency, communicating with parishioners, and fostering gratitude/unity.
- D. Abiding by GOAA Regulations, bylaws (which are aligned with Archdiocesan rules), and applicable laws.
- E. Mentoring new members and planning for leadership succession.
- F. The Parish Council emphasizes ministry-oriented, Christ-centered servant leadership with no strict division between "spiritual" and "administrative" matters.
- G. Shall abide by GOAA Youth Safety standards <https://www.goarch.org/safety>.
- H. Shall lead by example by attending Divine Liturgy regularly, participate in Holy Communion, and fulfill stewardship commitments as required by the regulations.
- I. Provide oversight and guidance to ministries hosting coffee hour.

- J. Shall review and approve/deny all projects being conducted in the church that will permanently change something physically in the church.
- K. There are 19 authorized Parish Council members.

Section 9. Executive Committee (Executive Officers). The Executive Committee shall be comprised of the Priest, President, Vice-President, Treasurer, Assistant Treasurer(s), Recording Secretary, and Corresponding Secretary. The Executive Committee duties include:

- A. Carrying significant leadership demands, acting as administrators, personnel directors, and financial overseers while modeling mature Christian living.
- B. Work “in one mind and in one heart” with the Priest and other Parish Council members to promote unity, transparency, and Christ-centered service (Philippians 2:2-4 and Matthew 20:28).
- C. Overseeing parish ministries (planning, organizing, implementing, recruiting volunteers, and reporting needs).
- D. Ensuring operational transparency (regular financial reports, communicating decisions to parishioners).
- E. Fostering gratitude, accountability, and spiritual growth in the community.
- F. Aligning all actions with GOAA Regulations and Orthodox teachings.
- G. Responsible for overseeing, documenting, and managing all reported incidents (accidents, injuries, sexual abuse, etc). All incidents are to be reported to pcexec@standrewgonj.org. The Executive Committee will document the incident and either assign a committee to investigate, or conduct the investigation.
- H. Oversight of daycare rental.

ARTICLE III

Parish Members

Section 1. In order to be a member in good standing, and in accordance with Article V, Section 1 of the UPR, a person must annually complete a Stewardship Card and meet the financial component of the stewardship obligation, which component shall be subject to review by the Executive Officers, Stewardship Chairperson and Priest in cases of indigence.

Section 2. Quarterly or yearly statements will be mailed notifying parishioners of the current status of their financial obligation.

Section 3. The Parish Council shall maintain a Parish Register of members in good standing, which shall be amended before each election.

Section 4. Parishioners who have not paid their financial obligation for one (1) full year and have not received a waiver will be removed from the Parish Register for nonpayment and their voting rights suspended. Additionally, Parish mailings may be suspended pending reinstatement.

ARTICLE IV

Parish Council Meetings

Section 1. Parish Council meetings will generally be held every month. The meeting of the next meeting must be mentioned in the previous meeting.

Section 2. Parish Council meetings shall be run generally following Robert's Rule of Order (<https://robertsrules.org/robertsrules.pdf>). The President is the moderator and will guide the meeting. A quorum is when the majority of Parish Council members are present for the meeting. The agenda shall be followed to guide the meeting. Members shall be recognized by the moderator of the meeting (President) prior to speaking. Respect and attention shall be given to the individual authorized to speak.

Section 3. Parish Council meetings will be scheduled for 90 minutes. Meetings will start on time of schedule. Parish Council members should arrive at least 5 minutes early so that the meeting can start promptly on the designated time.

Section 4. An agenda shall be prepared by the Corresponding Secretary, in consultation and approval by the President, and distributed prior to the start of the meeting. The agenda shall include time allocations for each agenda item. The agenda shall be followed during each meeting. Members shall be recognized by the moderator (President) prior to speaking. Respect and attention shall be given to the individual authorized to speak.

Section 5. Key documents, such as the minutes of previous Parish Council meeting and treasurer's report, shall be distributed in advance to avoid reading them during the meeting, so that only handling additions, corrections, and approvals will be required.

Section 6. When discussions stall on specifics, the President shall appoint a committee to research and return to a future Parish Council meeting with recommendations/options for the full council to decide.

Section 7. Motions can be brought up at any time as a formal proposal by any member of the Parish Council. Motions are typically called to accept the minutes of the previous meeting, to accept the treasurer's report, and to bring up a new action for proposal. Once a motion is brought up in the meeting, the motion must go through the motion process before doing any other business. Each motion needs to be seconded by another Parish Council member to

proceed. The motion is then repeated by the President and recorded by the Recording Secretary. Then the motion goes for discussion. After discussions are closed by the moderator (President), then the motion is put for a vote. Moderator (President) can ask for any abstains, any nays, and all in favor say aye. If the vote is close with an important motion, then individual votes can be asked for on a motion. Anticipated motions should be communicated to the President or Executive Committee prior to the Parish Council meeting.

Section 10. A motion must be made and passed, during a Parish Council meeting, prior to the agenda and treasury report that will be presented to the General Assembly meeting.

Section 11. Motions must be made and votes completed in approving items concerning the business of the Parish and/or Parish Council, and to approve documents, such meeting minutes of prior Parish Council meeting, and treasury reports, and otherwise.

ARTICLE V

General Assembly

Section 1. The quorum for the General Assembly shall be approximately ten percent of those members in good standing at the time of the General Assembly. The General Assembly shall be held in spring and fall on due notice by the Parish Council and in accordance with Article VI, Section 4 of the UPR.

Section 2. The Parish Council shall establish an agenda for the General Assembly, in consultation with the Priest, which shall include approval of the budget for the next fiscal year, and shall provide parishioners with notice of the General Assembly at least 10 days prior.

Section 3. In the event the budget is not approved, the Parish Council shall present a revised budget at a special Parish General Assembly Meeting to be held two weeks after the original Parish Assembly. In the event a budget is not then approved, the Parish Council is authorized to continue to transact the financial business of the parish until a budget is approved.

Section 4. The General Assembly shall assign members to be part of the election committee and the audit committee.

Section 5. Any important matters shall be brought up and addressed in the General Assembly.

ARTICLE VI

Elections

Section 1. Candidates for the Parish Council must satisfy their financial obligation in full for the preceding calendar year and a current calendar year by the date of the fall General Assembly in which nominations are accepted.

Section 2. A member duly enrolled in the Parish Register but delinquent in their Parish stewardship financial obligations may vote in the election by meeting their stewardship financial obligations at any time prior to balloting.

Section 3. A new member of the Parish may vote in the election if they have been enrolled at least three months prior thereto.

Section 4. A member otherwise eligible to vote but unable to appear at the election may vote by absentee ballot which may be obtained from the clerical staff of the Parish and which shall contain the names of the candidates and which shall bear the original signature of the voting member. The absentee ballot, completed and signed, shall be delivered to the clerical staff of the church prior to the election or to the election committee on the date of the election.

Section 5. Elected Parish Council members are voted in for a three year term.

Section 6. Elections are to be held on the first Sunday in December. Notification of the election must be made to the Parish at least two weeks prior to the election.

Section 7. The Office Manager, in conjunction with the Treasurers and Stewardship Committee, shall prepare a list of eligible voters. The list of eligible voters (current on stewardship and baptized in Greek Orthodox Church) shall be provided to the Election Committee to conduct the election.

Section 8. The Office Manager or Corresponding/Recording Secretary shall prepare the paper ballots for the election. A special paper ballot shall be prepared for absentee voting. Any absentee ballots, that is submitted through the Office Manager to the Election Committee, shall be counted if it is received prior to the end of the election, and the voter is in good standing.

Section 9. An appropriate amount of time, typically 1 hour after the end of Church services and during coffee hour, shall be allowed for the Parish to vote in the election. The paper ballots shall be marked and tracked to not allow fraudulent ballots entered.

Section 10. The election committee shall hand count the ballots to determine the election results. Once the vote totals have been confirmed, the Election Committee shall report vote totals to the Office Manager. The election committee shall not disclose the vote totals to anyone else as it is deemed confidential. The Office Manager shall prepare the documentation

to report the election results as necessary, as well as notifying the individuals involved in the election of the results.

ARTICLE VII

Newly Elected Parish Council Members

Section 1. Upon notification of winning an election, the newly elected Parish Council members shall sign the appropriate paperwork as required by the Office Manager.

Section 2. Newly elected Parish Council Members shall undergo Parish Council training as required with the Parish Priest, and any other required training such as Youth Safety.

Section 3. The Office Manager shall ensure that the election results are made public to the Parish.

Section 4. The newly elected Parish Council members must be sworn in before officially being a member of the Parish Council.

Section 5. The first Parish Council meeting after the newly elected Parish Council members have been sworn in shall start with new elections for the Executive Committee. The Parish Priest shall run the elections for the Executive Committee.

Section 6. Nominations for the Executive Committee will be made for each position, and voting will be done for each position (President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, and Assistant Treasurer).

ARTICLE VIII

Parish Staff

Section 1. Office Manager. The Office Manager is the individual responsible for supporting daily operations and special projects in assistance of the Parish Priest and Parish Council Executive Committee. The Office Manager is highly visible position and is expected to have a genuine, friendly attitude in all communications and interactions for the parish, with customer service being key. The work of the Office Manager is managed by the Parish Priest, and is accountable to the Parish Council. The Office Manager will also provide instructions for Parish Custodian.

- A. Basic online or in-person meeting schedule/arraigning/attending.
- B. Coordinate Parish Priest's schedule, including house blessings.

- C. Manage correspondence by phone, email, text, regular mail (e.g. staff the church phones and emails).
- D. Assisting with communication tasks and development of materials.
- E. Development and distribution of Church-related materials and presentations.
- F. Ordering supplies, keeping inventory for office materials, bulletins, newsletters, etc.
- G. Routine upkeep of office equipment (i.e., telephones, fax machines, printers, and copiers).
- H. Coordination of mail and delivery services (USPS, FedEx, UPS, etc.).
- I. Other tasks as assigned by the Parish Priest, or Parish Council President or their delegate.
- J. Edits and distributes the Monthly Magazine, bulletin, and e-bulletin.
- K. Support Ministries with administrative support, such as flyers, as appropriate.
- L. Event management, including reservations and coordination, of weddings and funerals, etc.
- M. Scheduling Sacraments, filing/record keeping of important Church documents such as Baptismal Certificates, Marriage Certificates, etc. with the Metropolis and town/state.
- N. Coordinate special events and visits from Church leaders or media with other ministries as needed.
- O. Learn and use Church management software as directed, and manage paperwork (contact information, sacramental paperwork and processes).
- P. Assist in Parish Council elections, to include having list of eligible voters prepared in coordination with Financial Administrator.
- Q. Oversee operations of the Day Care along with the Parish Council.
- R. Makes or coordinates updates to the standrewgonj.org website.

Section 2. Financial Administrator. The Financial Administrator position was created to expand the business capabilities of the Parish. It is intended to allow the Clergy to more fully focus on its ministry and liturgical responsibilities, and allow the Parish Council to provide overall management and leadership duties for the community. This individual will be responsible to support the Parish's financial/business operations and to provide assistance on special projects requested by the Parish Priest and Parish Council Executive Committee. This role reports to the Parish Council President or their delegate (such as the Treasurer).

- A. Follow all financial policies and procedures as directed by the Treasurer/Executive Committee.
- B. Provide budget input for each fiscal year; advise of possible potential budgetary shortfalls and suggestions for resolution.
- C. Execute all accounting functions (timely review/payment of vendor invoices, invoice dispute resolution, record keeping, etc.).
- D. Communicate time reporting for all hourly staff (for Payroll purposes). Hours should be reviewed, confirmed, and then approved by the Treasurer and/or President.
- E. Tracking of Stewardship and other income.

- F. Generation of financial and other reports/receipts/periodic statements for parishioners in Parish Data System (PDS) or other software as required.
- G. Record all financial records in QuickBooks, or other software as required, and as directed by the President or Treasurer.
- H. Setup and maintenance of office equipment service contracts, as well as procurement of new equipment/contracts.
- I. Coordination of reports/presentations supporting budgets/financials and facility schedules; Generation of Monthly and Quarterly report data to include Income Statements and Balance Sheet, inclusive of bank reconciliations and accruals.
- J. Advise Parish Council of any issues; Participate in preparation for Annual budget meeting and Semi-annual General Assembly meetings as required by Parish Council.
- K. Attendance at General Assembly Meetings and any other “parish wide special” meetings are mandatory.
- L. Assist in Parish Council elections to include having list of eligible voters prepared in coordination with Office Manager.
- M. Provide parish with stewardship statements, to include statements for tax purposes.
- N. Other tasks may be assigned by the Parish Priest, Treasurer, or President.

Section 4. Custodian. The custodian will work with the Parish Priest, Office Manager, and Parish Council to conduct custodial tasks. This role is managed by the Parish Council President and will attend staff or individual meetings when requested. Attendance at the General Assembly Meeting and any other “parish wide special” meetings is mandatory. Generally, there are 20-35 hours per week with opportunities for additional hours such as during Holy Week, fundraisers or festivals. Responsibilities include: cleaning gym and kitchen weekly; minor repairs; table and chairs setup in classrooms, gym, and social hall; vendor coordination/supervision; classrooms heat and air conditioning settings; ad hoc cleaning (between cleaning service provider) and replenish supplies (e.g. soap, toilet paper, candles). This includes sweep and remove leaves and rubbish from all entryways inside and outside; garbage takeout; other tasks as assigned by Parish Priest or Parish Council President. Other tasks include managing gym rentals.

Section 5. HAS Director. The Hellenic Afternoon School (HAS) Director has the responsibility of overseeing the HAS. Duties include organizing curriculum, overseeing HAS Teachers' work, ensuring HAS Teacher complies with policies and procedures, and being a member of the Education Committee. HAS Director also ensures proper hours are reported for HAS Teachers.

Section 6. HAS Teacher. The educator assigned to teaching a class for HAS.

ARTICLE IX

Parish Council Committees

Section 1. Buildings and Grounds Committee. This committee is responsible for the beautification, maintenance, improvements, and redesign of St. Andrew's Greek Orthodox Church:

- A. Is responsible for the oversight of any contracts and personnel relating to the cleaning and maintenance of St. Andrew's Greek Orthodox Church.
- B. Is responsible for any efforts to improve and maintain the Church.
- C. All Capital Projects must be reviewed and approved by the Buildings & Grounds Committee and Parish Council. Requestors must follow the established process and complete the necessary documentation

Section 2. Christian Outreach Committee. This committee is responsible for overseeing Evangelism, Charity, Bible Study, and Faith Kitchen.

Section 3. Church Services Committee. This committee is responsible for overseeing the Parish Council's roles and responsibilities for handling Sundays, Holy Week, St. Andrew Day, and Bishop/special guest visits. This committee is also responsible for maintaining procedures/manuals for Parish Council members roles during Church Services.

Section 4. Communication Committee. This committee is comprised of the Recording and Corresponding Secretary, and any other Parish Council members. This committee is responsible for overseeing and managing the communication and management of how the Parish Council is organized and communicates. This includes SharePoint, Teams, text message groups, email groups, etc. This committee also is responsible for the website and external communications for the general public.

Section 5. Education Committee. This committee is responsible for overseeing the HAS (Greek School), Sunday School, and the bookstore.

Section 6. Fellowship Events Committee. This committee is responsible for overseeing the Festival, Gyro Sales, Car Raffle, Furniture Sales, Community Partners/Friends, and the New Year's Eve party.

Section 7. Finance/Treasury Committee. This committee is comprised of the Treasurer and Assistant Treasurers. This committee is responsible for overseeing and reporting on the budget, financial transactions, contracts, and the work of the Financial Administrator.

Section 8. Personnel Committee. This committee is responsible for providing the Executive Board the information needed for personnel action. This includes hiring, firing, recruiting, reviews, and overseeing the work of the paid personnel of the Parish. This committee also is responsible for job/position descriptions.

Section 9. Safety Committee. This committee is responsible for overseeing and maintaining anything safety related to include fire alarms, door access and physical security, security cameras, sprinkler system, first aid kits, defibrillators, etc. This committee is also responsible for fire/emergency drills and any safety protocols to be followed by the Parish Council. The Safety Committee is also responsible for ensuring Youth Safety Compliance, and handling reports of incident as assigned by the Executive Committee.

Section 10. Stewardship Committee. This committee's primary role is to educate and encourage the congregation on the importance of Christian stewardship, which encompasses the grateful and responsible management of all the gifts God has given, including time, talent, and financial resources. This includes education and communication (Ministry Handbook), annual stewardship campaign, testimonials, Parish outreach, reporting and making recommendations to the Parish Council.

Section 11. Strategic Planning Committee. This committee will focus on a comprehensive and spiritually-grounded process to guide the Parish's future. This committee's work is to be centered around answering the fundamental question of "Why?" the Parish exists and then build a strategic framework to live out that purpose. This committee will define core values, mission statement, vision statement, develop comprehensive SWOT (Strengths, Weakness, Opportunities and Threats) analysis, set SMART (specific, measurable, achievable, relevant, and time-bound) goals, and implementation and accountability.

ARTICLE X

Sexual Misconduct, Harassment, and Child Abuse/Neglect

Section 1. It is a grave ethical transgression for any Christian to betray trust by sexually abusing or exploiting another person, whether child or adult. Sexual exploitation or abuse is a terrible

injury to the one abused and a violation of faithfulness to Christ. Such abuse or exploitation can happen either directly or through failing to report such abuse or exploitation (See Policies for the Safety of Children and Youth at <https://www.goarch.org/safety> and Policy Misconduct by Clergy at <https://www.goarch.org/-/clergy-misconduct-policy>).

Section 2. St. Andrew Greek Orthodox Church is committed to providing an environment for its parishioners, adult leaders, employees, students, children and guests that is free of sexual misconduct and unlawful harassment. Actions, words, jokes, or comments made in an offensive manner related to an individual's sex, race, ethnicity, age, religion, or other distinguishing characteristics has no place in our community. They will not be tolerated on Church grounds or in connection with any Church-related function or activities of the ministries of the Church.

Section 3. As an example, sexual harassment (both overt and subtle) is a form of misconduct that is demeaning to another person, undermines the integrity of the religious, moral, and cultural environment of our community, and is strictly prohibited. Prohibited sexual harassment would include lewd, indecent or offensive conduct conveyed in the following manner:

- Sexual advances, whether they involve physical touching or not.
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life.
- Comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess.
- Displaying sexually suggestive objects, pictures and/or cartoons.
- Unwelcoming leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments.
- Inquiries into one's sexual experiences.
- Discussion of one's sexual activities.

Section 4. It is the responsibility of everyone in our community to ensure a harassment-free environment for the St. Andrew community. Any parishioner, adult leader, employee, student, child, guest or other person who either experiences or simply observes an incident of sexual misconduct or other harassment should promptly report the matter to the leadership of St. Andrew for investigation and follow-up. In the normal course, the matter would be reported in the first instance to either the Parish Council President or to the president/leader of the ministry involved, if applicable. If, for any reason whatsoever, the parishioner, adult leader, employee, student, child or guest believes it would be inappropriate or is uncomfortable reporting the incident to such persons, he or she should immediately report the incident directly to the Parish Priest or any officer of the Parish Council. Anyone who is not satisfied with the handling of a reported incident is encouraged to bring the matter to the attention of the full Parish Council.

Section 5. Any member of the community, especially any ministry leaders and the Parish Council, who receives a complaint or becomes aware of possible sexual or other unlawful harassment should promptly advise the Parish Council President, unless the community leader believes it would be inappropriate to notify the Parish Council President, in which case the Parish Council should be notified through any other officer. All incidents shall be reported to the Executive Committee at pcexec@standrewgonj.org.

Section 6. If the original report is oral, the reporting party shall be asked to put the report in writing. A written complaint shall include the following: the name of the complaining party; the name of the offender; the date of the offense; the location of the offense; a description in as much detail as possible of the incident(s), including any statements made by either party; and a list of all known witnesses.

Section 7. Anyone who learns or suspects that the physical, sexual or emotional well-being of a child has been endangered has a legal and moral obligation to report the matter to the New Jersey Department of Youth and Family Services ("DYFS") by calling 1-877-NJ Abuse (652-2873). If the suspected incident of child abuse involves a church-related activity or church grounds, the matter should also be reported to Parish Council in the same manner for reporting sexual or other unlawful harassment discussed above. DYFS should also be contacted if anyone suspects that a child is not receiving proper care and supervision from a parent or other caregiver.

Section 8. Investigation: The parish council shall promptly investigate any claim of sexual or other harassment.

Section 9. Policy of Non-retaliation or Reprisal: Parishioners, adult leaders, employees, students, children and guests may report claims of sexual or other unlawful harassment, or suspected child abuse, without fear of reprisal.

ARTICLE XI

Practices to Protect Children and Youth

Section 1. These Prevention Practices & Procedures of St. Andrew Greek Orthodox Church deal with the prevention of sexual misconduct as well as some general safety concerns in connection with the youth-based ministries of our church. For the purpose of these Practices, "adult" means someone 21 years of age or older. Anyone below 21 years of age is considered a child or youth.

Section 2. Any adult leader of a youth ministry must have been a member of the St. Andrew community for at least a year, or known to members of the church leadership for at least 2 years.

Section 3. Older teenagers (19-20 years old) cannot work with younger children or youth (18 years old or younger) without an adult present at all times.

Section 4. Whenever possible, at least two adults will be present during all child/youth activities.

Section 5. Travel off church premises: If children/youth are to be taken off church premises at any time, or are meeting off-premises, at least two adults – preferably including at least one male and one female – should accompany them. Permission slips are required for all trips off church premises. Only adults may drive church youth to off-premises activities.

Section 6. Pick up after youth events: If children/youth are to be picked up by someone other than a parent or known babysitter or dropped off somewhere other than their home, the parent(s) or guardian should indicate that person's name and phone number. Children/youth will be released to properly identified and authorized adults only. An adult leader should stay with children/youth at the conclusion of an activity until every child/youth has been picked up. Never leave a child/youth alone waiting for a ride home.

Section 7. Overnight events: Adult advisors and/or clergy must approve overnight stays in advance. For overnight events (GOYA Olympics, lock-ins, camps, etc.) always have at least 4 adults present, including 2 males and 2 females. Review with all parents/guardians and children/youth the ground rules governing the overnight event. Separate sleeping areas must be provided for boys and girls, with privacy assured for the use of bathroom facilities and changing clothes. Adult leaders should never share a room alone with any children/youth other than with their own child.

Section 8. St. Andrew maintains an "open door policy"; that is, clergy, church staff and adult leaders always have the right to visit and observe a class or program at any time unannounced. Doors to classrooms and similar areas should never be locked with children inside.

Section 9. Adult leaders should never meet a child/youth in a secret or unplanned way, or privately communicate with a child/youth by computer instant messaging, e-mail or in a chat room.

Section 10. Movies and/or videos should be age appropriate, keeping in mind the rating. "R-rated" movies are never to be shown to children below the age of 17 without parental and clergy permission. All material dealing with sexual themes should be reviewed by clergy before it is seen by children/youth.

Section 11. Never show youth any material which displays nudity or could by any standard be called obscene or pornographic. If such material is brought by youth or anyone, confiscate it at once and consult with clergy/supervisor/trusted adult.

Section 12. Alcoholic beverages, illegal drugs, or tobacco products are never permitted to be brought to or consumed during any church-related activity designed for children/youth.

Section 13. If a child/youth comes to any church program and appears intoxicated (from either drugs or alcohol), contact parents immediately and consult with the clergy or other authority as to further action.

Section 14. It is required that all adult leaders involved with children shall take required training from the Greek Orthodox Archdiocese of America, Department of Youth Safety.